



CENTRAL DISTRICT:  
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## COMMONWEALTH of VIRGINIA

*Department of Health*  
Office of the Chief Medical Examiner

TIDEWATER DISTRICT:  
830 Southampton Ave., Suite 100  
Norfolk, Virginia 23510  
(757) 683-8366  
FAX (757) 683-2589

WESTERN DISTRICT:  
6600 Northside High School Road  
Roanoke, Virginia 24019  
(540) 561-6615  
FAX (540) 561-6619

NORTHERN VA. DISTRICT:  
10850 Pyramid Place, Suite 121  
Manassas, Virginia 20110-2228  
703-530-2600  
FAX (703) 530-0510

### POSTMORTEM SPECIMEN COLLECTION KIT INSTRUCTIONS

- STEP 1** Fill out the information requested on the vial labels with a waterproof ballpoint pen or permanent felt tip marker, prior to placing a specimen in the tubes.
- STEP 2** Withdraw the blood specimen from the decedent and transfer the blood to the two white labeled vials containing the preservative. Ensure that you are placing the blood in the appropriately labeled vials.
- STEP 3** Obtain the vitreous and/or urine specimen(s) and transfer to the blue labeled vial(s).  
Note: This vial does not contain preservative.
- STEP 4** Fill out all of the information requested on the provided **Toxicology Data Sheet**.
- STEP 5** Fill out all of the information requested on the provided **External Examination by Medical Examiner**.
- STEP 6** Tighten down the caps on the vials to prevent leakage in transit.
- STEP 7** Place the filled and labeled vials in the bubble pack bag, then seal.
- STEP 8** Place the bubble pack bag (with vials) in the reclosable clear bag. Squeeze excess air from the bag.  
Note: Do not remove the liquid absorbing packet from the bag.
- STEP 9** Place the bag containing the vials in the kit box along with the completed **Toxicology Data Sheet** and **External Examination by Medical Examiner**.
- STEP 10** Reassemble the kit box, then initial and affix the evidence seal to the kit box where indicated. Fill out the "from" information requested on the kit box top.

### FINAL INSTRUCTIONS

- Mail sealed kit promptly to the appropriate district office of the Office of the Chief Medical Examiner.
- If delayed, please notify the appropriate district office and refrigerate the kit until it can be mailed.